**Keystone Algebra**

***Course Guidelines***

**Class Expectations**

* Anywhere outside the door when the bell rings is constituted as **LATE!**

-Everyone is seated, settled, and silent when the bell rings.

* Mutual RESPECT will be demonstrated toward both students and teacher.
* Arrive to class fully prepared with your notes, ipads (if notified), and a writing utensil
* Remain in your **ASSIGNED** seat unless you have **permission** to move.
* No cell phones or ipads during instruction or when you have an assignment to complete
* Talk only when permitted

-Be aware of the situation since quiet talking is allowed in some situations. When instruction occurs, there should be absolutely no talking. I will remind you once and expect compliance.

* One person out of the room at a time **always with an agenda.**
* All OAHS and OASD rules not stated apply.

**Absences and Make-up Work**

* Attendance is crucial. In the case of an absence, **it is the students’ responsibility to locate missed notes and assignments.**

-All assignments will be posted on my wiki daily!

-Copy the notes from a classmate

* If absent the day of a test or quiz, the student must contact me to arrange a time to make it up before or after school.
* If absent the day an assignment is due, it is the students’ responsibility to turn in the assignment the **day upon return.**

**-If any assessment/assignment is not taken/handed-in, the grade will be a 0.**

**Grades**

* **Tests/ Quizzes (70%)**
* Students should expect a test upon the completion of each unit or chapter. All tests will be announced with plenty of notice.
* Reviews will take place in class prior to all tests
* Announced and **unannounced** quizzes will be given to measure how well you can demonstrate what has been taught on a weekly basis\*
* **Classwork (20%)**
* This class is heavy in class work. There will be many assignments to complete individually or in a group that will be turned in and graded.
* **Homework (10%)**
* Will be assigned occasionally in small sections. It’s due at the beginning of class & builds understanding of concepts independently.

**Technology**

* A graphing calculator will be provided for use in class. It does not leave my classroom.
* I-pads will be used occasionally. I’ll let you know when to have them for class.

**Extra Help**

* If at any time you feel the need for additional help, please see me! I encourage you to come for help. Do not wait!
* I will be available after school in room 165 on Tuesdays and Thursdays and other afternoons or mornings by appointment.

**\*All guidelines are subject to change**